

# SLGSafe User's Guide

## Viewing a Subscription Before Issue

Your subscriptions must be in complete status before 3:00 p.m. ET on the issue date. Viewing the subscription is a good way to make sure you have entered all the information needed to complete the subscription. It's also a good idea to copy the Review page for your records.

A "marketable security" is any security other than a State or Local Government Series (SLGS) security. Examples of marketable securities include Treasury securities (other than SLGS securities), guaranteed investment contracts, and Federal agency securities.

In order to view a subscription, choose View or Update a Subscription Before Issue Date from the Home tab.



## Viewing a Subscription Before Issue

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### Home

**Subscription for Purchase and Issue**

- [Time Deposit](#)
- [Demand Deposit](#)

**View or Update a Subscription Before Issue Date**

- [View Subscriptions](#)

**View or Update a Case After Issue Date**

- [Case](#)

**Redeem Securities**

In order to view a subscription, choose View Subscriptions from the Home screen. Once you click on that link, you will see a list of outstanding subscriptions. This list shows all the open subscriptions for your bank. This is a good place to check to see what subscriptions your organization has pending and the issue day.

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### View Subscriptions

Subscriptions

	<u>View</u>	<u>TIN</u>	<u>Program</u>	<u>Status</u>	<u>Owner Name</u>	<u>Rate Table Date</u>	<u>Issue Date</u>	<u>Issue Amount</u>
<a href="#">Change</a>	<a href="#">2009</a>		Demand Deposit	Complete	Village of Washington	07/01/2009	08/14/2009	\$10,000.00
<a href="#">Change</a>	<a href="#">2009</a>		Time Deposit	Complete	Big School ISD	07/01/2009	07/31/2009	\$1,000.00

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TD View a Subscription Before Issue - Time Deposit

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### View a Subscription Before Issue - Time Deposit

#### Issue Information

<b>Treasury Case Number</b>	
<b>Status</b>	Complete
<b>Issue Date</b>	07/31/2009
<b>Issue Amount</b>	\$1,000.00
<b>Rate Table Date</b>	07/01/2009

#### Owner

<b>Taxpayer Identification Number</b>	
<b>Underlying Bond Issue</b>	2002 Refunding
<b>Owner Name</b>	Big School ISD
<b>Address Line 1</b>	1234 School Road
<b>Line 2</b>	Room 1
<b>Line 3</b>	
<b>City</b>	Smallville
<b>State</b>	WV
<b>Zip Code</b>	26101
<b>Contact Name</b>	John Smith
<b>Telephone</b>	304-222-8888
<b>Fax</b>	304-222-9999
<b>E-mail</b>	jsmith@smallville.gov

#### Trustee

<b>ABA Routing Number</b>	
<b>Bank Reference Number</b>	

Done

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This Review screen shows what information has been input for this subscription. You may want to print this and look to see if any information is missing. The subscription must be completed by 3:00 p.m. ET on the day of issue. It is your responsibility to make sure the information is complete and correct.

## Viewing a Subscription Before Issue

**Securities**

<u>Security Number</u>	<u>Security Type</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>First Interest Payment Date</u>	<u>Security Description</u>
1	C of I	\$70,000.00	0.0000000000%	01/02/2010		

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To review another subscription or make changes or updates to the subscription, hit the Return to List button at the bottom of the review screen.

From this list you can click on Change and make changes to the subscription. See the section on [Changing a Subscription Before Issue](#) to learn how to update the subscription.